

Employee name (print): Annie Dookhan

Title: Specific Laboratory Access Training	Laboratory Rooms									
	306	307	308	309	310	313				
Instructions: Each restricted access laboratory supervisor will provide specific Laboratory Security System (LSS) room training to employees who have been granted access. The supervisor will review each checklist topic for the room(s) assigned with the employee. Return completed checklist to the LSS Manager.										
For Restricted Access Laboratory-										
• Location of surveillance cameras										
• Intercom operation										
• Entry location of scanners (proximity and biometric)										
• Exit location of proximity scanner										
• Location of Emergency Door Release Button(s)										
• Location of Emergency Door Release Button Log form										
• Location of Entry/Exit Log form										
• Persons assigned visitor access cards										
Date completed:										
Lab Supervisor's initials:										
Employee's initials:										